

State Court Administrative Office

Judicial FICA Application User Manual For Judicial FICA Contacts

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1. Introduction

The Judicial FICA application allows entry and modification of FICA related information for Probate, Circuit and District judges in Michigan.

This document contains information and instructions for the FICA Contact.

2. Contact Information

For help with the Judicial FICA Application please contact:

JoEllen Shaler

ShalerJ@courts.mi.gov

517-373-5543

For help with payroll / FICA information please contact:

Terry Anthony

AnthonyT@courts.mi.gov

517-373-0369

3. Logging into MCap

The Michigan Courts Application Portal (MCap) allows access to the applications that a person is able to use. To log into MCap navigate to: <http://courts.mi.gov/mcap/>
You will see the MCap Login screen (Figure 1):

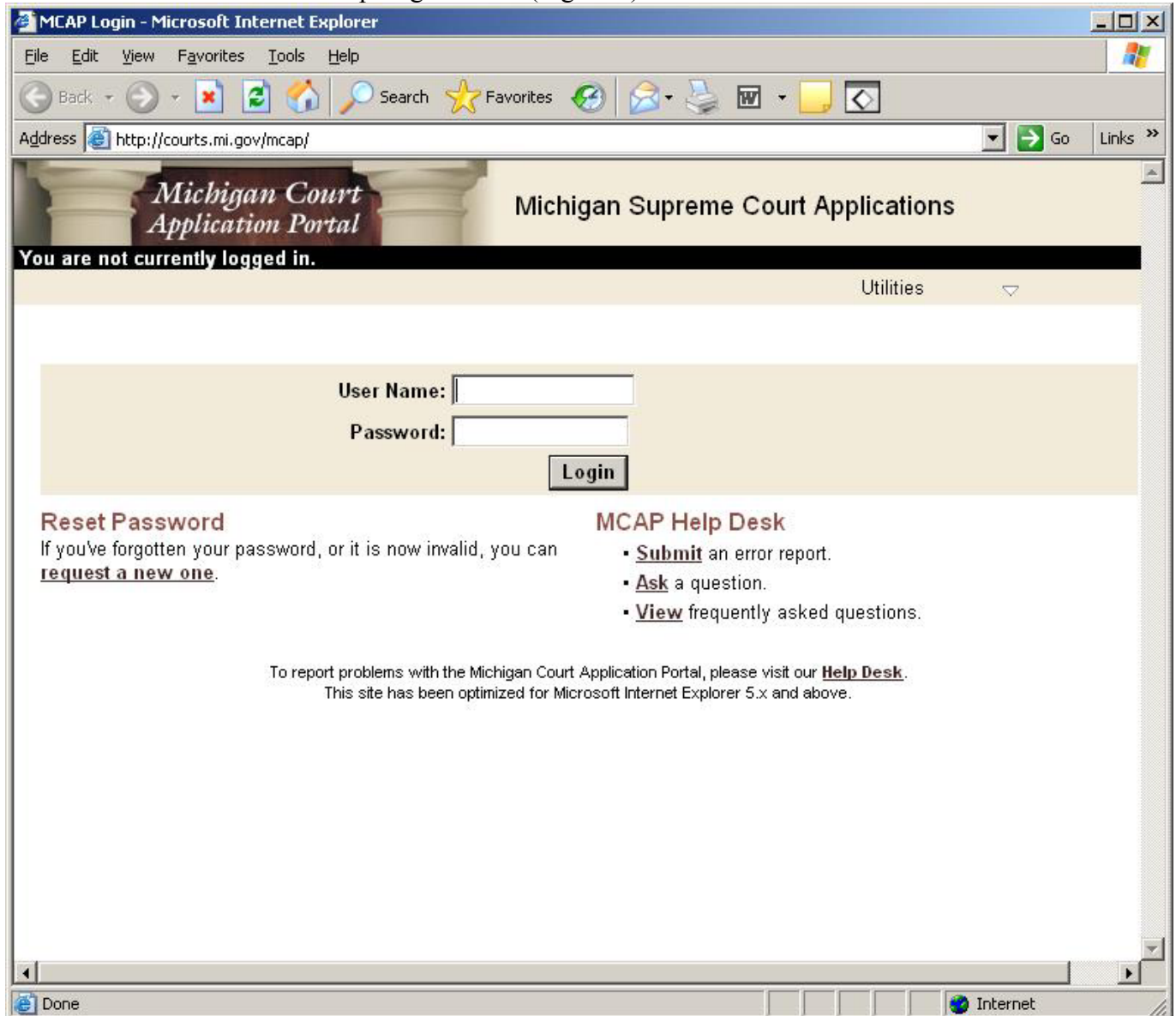


Figure 1: MCap Login Screen

Enter your User Name and Password and click the Login button or press the Enter key.

4. Accessing the Judicial FICA Application

The MCap screen will change, displaying a drop down list of the applications you are able to use (Figure 2). Select Judicial FICA and click the GO button to the right of the drop down list.

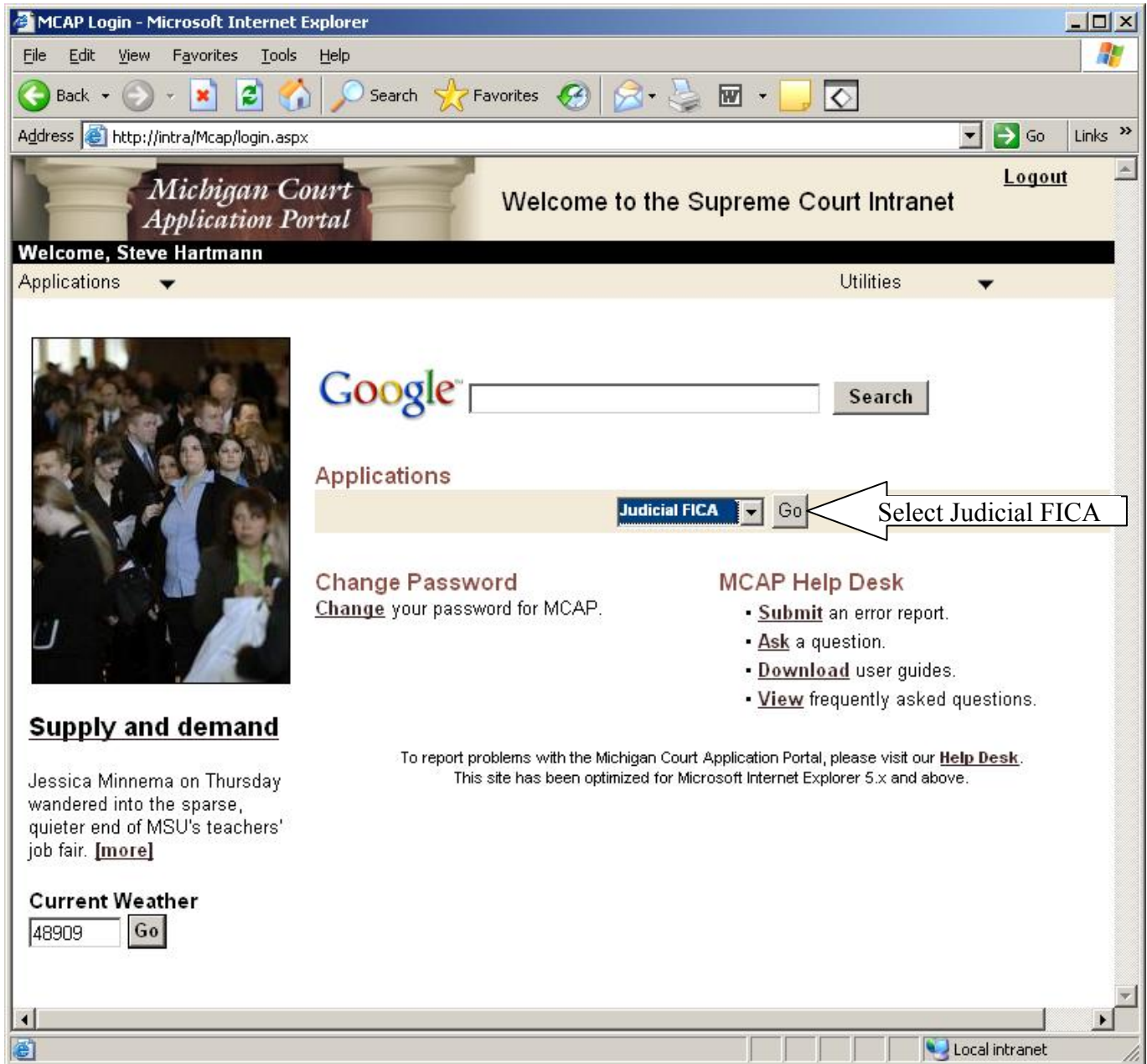


Figure 2: Mcap Screen with Application Drop Down selected

You can also select the application from the Applications ▼ Menu list (Figure 3).

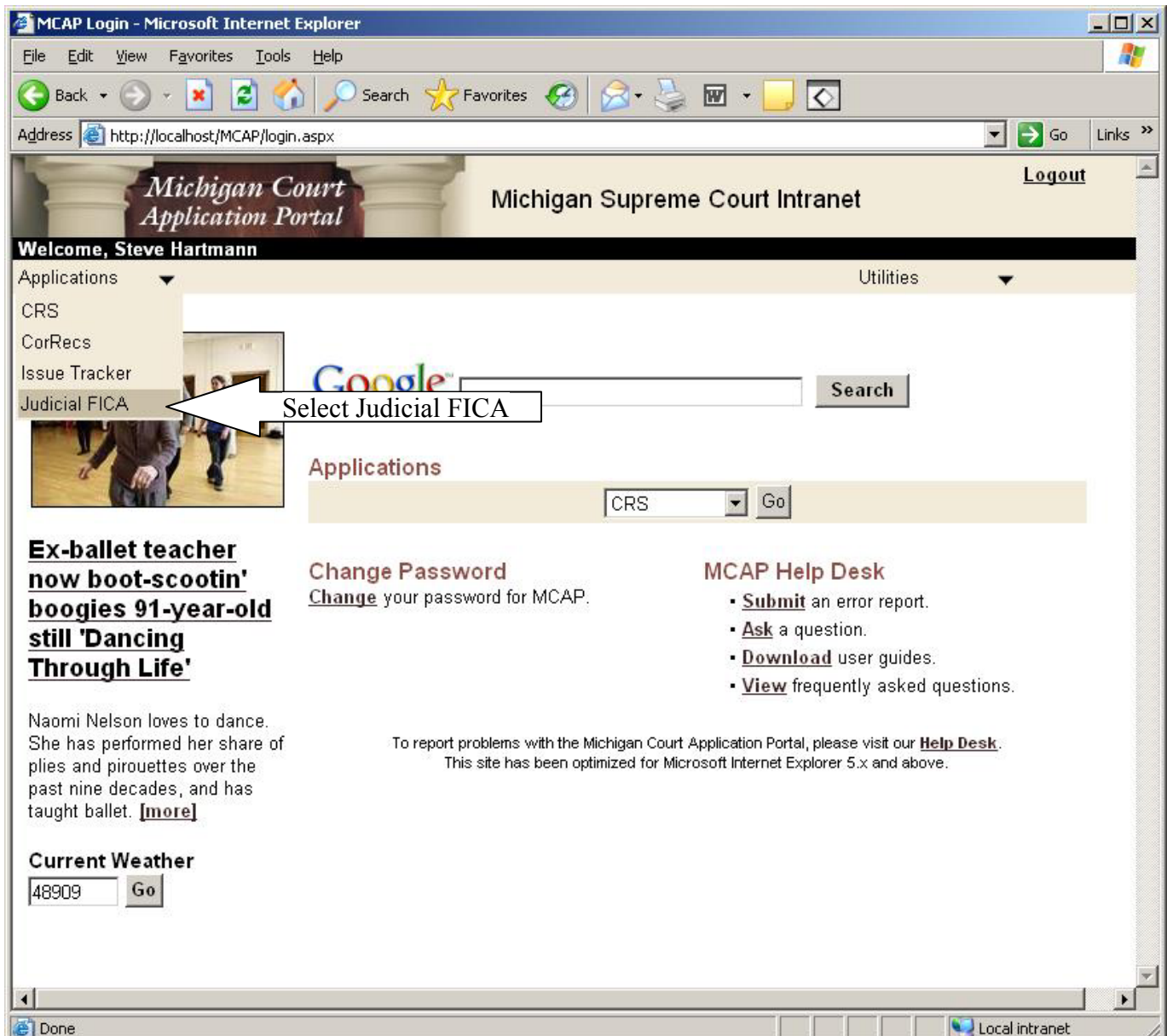


Figure 3: MCap Screen with Application Menu

5. Navigation

The Judicial FICA application has two menu structures to make navigation easy and always available. When you access the application through the MCap menu you navigate to the Judicial FICA Application Main Menu (Figure 4). Also, on any page within the application, including the main menu page, there is a menu bar immediately below the line with “Welcome, “ and your name (Figure 5). Each item with a down arrow (▽) is a drop down menu containing additional menu items related to the visible heading. Within these drop down menus there may be items with a right arrow (▷) which indicate a pop out menu is available with additional items related to this heading. An item without the down arrow or right arrow is a selectable menu item which when clicked will navigate to the appropriate page.

A. The Judicial FICA Application Main Menu

This menu allows you to select the function within the application you would like to access. For Judicial FICA Administrators the functions available are:

- FICA Reconciliation – View, add or modify a FICA Reconciliation based on the year and court for the selected judge.
- FICA Status – View the status of FICA Reconciliations based on year and court.

We will go into more detail on each of these in the section for the individual screen.

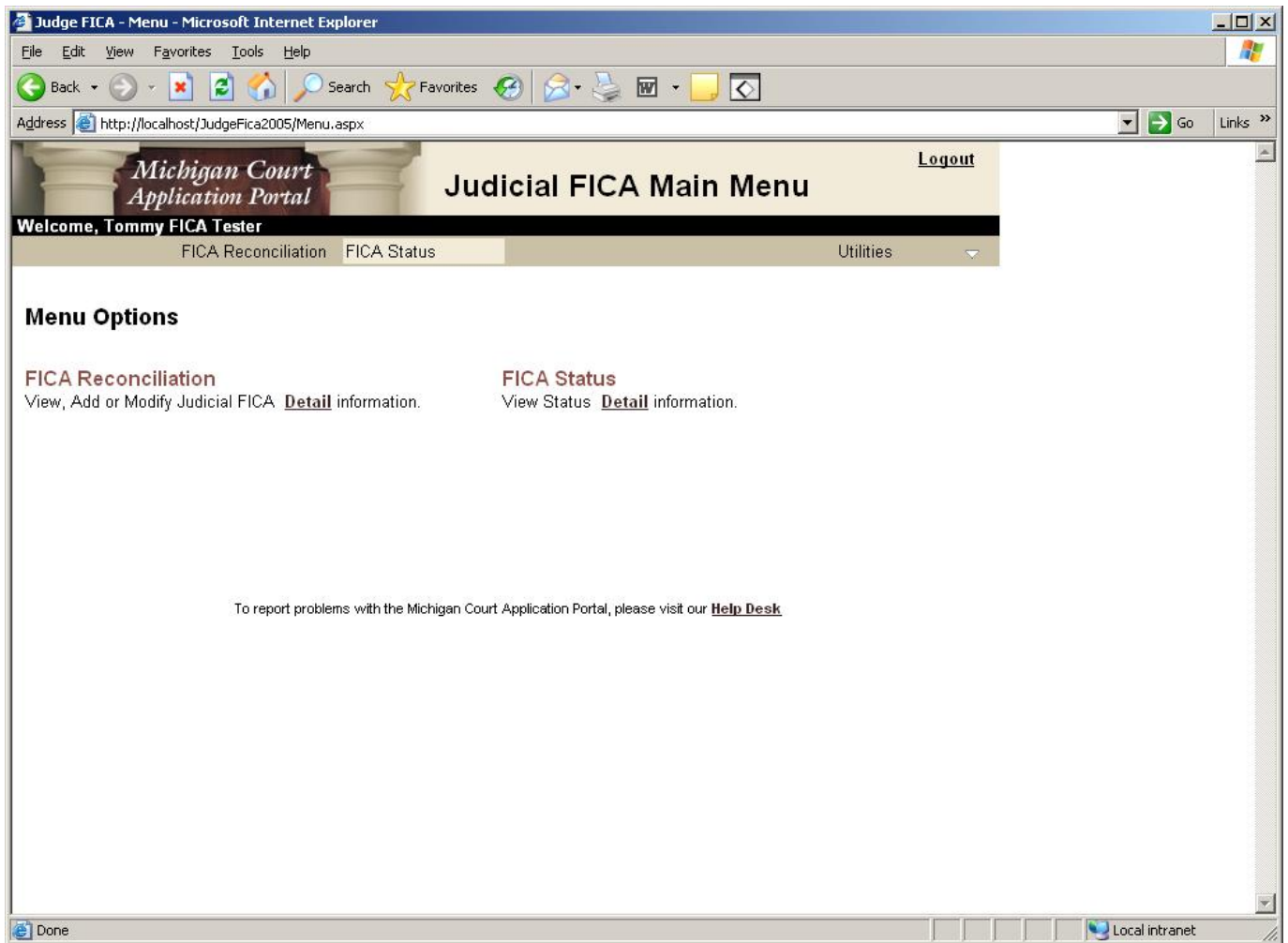


Figure 4: Judicial FICA Main Menu

B. The Judicial FICA Drop-Down Menus

I. The Menu Bar (Figure 5)

Reconciliation is the first item in the menu bar. This item will navigate directly to the Reconciliation Screen when clicked. Fica Status is the second item and will navigate to the Status Screen when clicked. The Utilities menu item is actually a MCap menu structure and contains a drop-down list illustrated in Figure and a sub-menu illustrated in Figure .



Figure 5: Menu Bar

II. The Utilities Menu (Figure)

This menu is a MCap structure which allows navigation to the MCap Home, Change Email screen, Change Password screen, Phone Lookup screen and a sub-menu with Help Desk items.



Figure 6: Utilities Drop-Down Menu

III. The Utilities Menu's Help Desk Sub-Menu (Figure)

This menu is a MCap structure which allows navigation to screens for submitting an error report, submitting a question, downloading user guides and viewing the frequently asked questions (FAQ) page.



Figure 7: Help Desk Sub-Menu in the Utilities Drop-Down Menu

6. Reconciliation

To access a reconciliation record, navigate to the Reconciliation screen, select the year^①, select the court^②, and then select the judge^③. If a record is available the screen will be filled with information from the database which matches the selected criteria. If there is no record for this judge, in the selected court, during the selected year the values will be filled with zeros and ready for a new record to be created. Either way you only need to fill in the information and click save for a new record to be created or the current record to be changed. The elements of this screen are:

	Name	Description	Usage
	Year	Dropdown containing the available years.	Select a different year and the court dropdown is updated to contain courts available in that year.
	Court	Dropdown containing the available courts.	Select a court and the judge and funding unit dropdowns are updated.
	Judge	Dropdown containing the available judges.	Select a judge and the form is updated with data for the judge within the selected court for the selected year.

	Name	Description	Usage
	Funding Unit	Dropdown containing the available funding units.	Select the appropriate funding unit.
	Status	Label containing the status of the currently selected reconciliation.	Not an editable field.
	Paid By	Label containing the paid by status of the currently selected reconciliation.	Not an editable field.
	Time period start	Start date of the first time period for the selected reconciliation.	Not an editable field.
	Time period end	End date of the first time period for the selected reconciliation.	Not an editable field.
	Go to Second / First Page	Link to move to the second page or first page of the reconciliation. This only appears for Probate Court reconciliations as Circuit and District Court reconciliations only have one page.	Click to move to the second page or first. This will also save any changes made to the page you are leaving.
	Save	Save button	Click to save the reconciliation.
FICA Salary Section	Base Salary	Judge's base salary for the selected time period.	Add or modify as needed.
	Longevity	Judge's longevity pay for the selected time period.	Add or modify as needed.
	Cash in lieu of fringe benefits	Judge's Cash in lieu of fringe benefits for the selected time period.	Add or modify as needed.
	Other Salary	Judge's other salary for the selected time period.	Add or modify as needed. If there is a value here the Explain Other box must be filled in.
	Explain Other	Explanation of other salary item.	Add or modify as needed.
	Salary Subtotal	Subtotal of judge's salary items.	Automatically calculated from the judge's salary items.
FICA Exempt Salary Section	Family Care Accounts	Judge's family care account expenses for the selected time period.	Add or modify as needed.
	Child Care Accounts	Judge's child care account expenses for the selected time period.	Add or modify as needed.
	Medical Care Accounts	Judge's medical care account expenses for the selected time period not including deferred compensation.	Add or modify as needed.
	Other	Judge's other exempt salary expenses for the selected time period.	Add or modify as needed. If there is a value here the Explain Other box must be filled in.
	Explain Other	Explanation of other exempt salary item.	Add or modify as needed.
	Exempt Salary Subtotal	Subtotal of all of the judge's exempt salary entries.	Automatically calculated from the judge's exempt salary items.
FICA Taxable Benefits Section	IRS imputed	Judge's IRS imputed value for life insurance coverage over \$50,000.	Add or modify as needed.
	Vehicle allowance	Judge's Vehicle allowance for the selected time period.	Add or modify as needed.
	Personal mileage	Judge's Personal mileage on funding unit owned vehicle for the selected time period.	Add or modify as needed.
	Other	Judge's other Taxable Benefits for the selected time period.	Add or modify as needed. If there is a value here the Explain Other box must be filled in.
	Explain Other	Explanation of other Taxable Benefits item.	Add or modify as needed.
	Taxable Subtotal	Subtotal of all of the judge's taxable entries.	Automatically calculated from the judge's taxable items.

	Name	Description	Usage
FICA Non-Taxable Payments Section	Healthcare Premiums	Judge's Portion of Healthcare Premiums for the selected time period.	Add or modify as needed.
	Dental Care Premiums	Judge's Dental Care Premiums for the selected time period.	Add or modify as needed.
	Vision Care Premiums	Judge's Vision Care Premiums for the selected time period.	Add or modify as needed.
	Other	Judge's other Non-Taxable Benefits for the selected time period.	Add or modify as needed. If there is a value here the Explain Other box must be filled in.
	Explain Other	Explanation of other Non-Taxable Benefits item.	Add or modify as needed.
	Non-Taxable Subtotal	Subtotal of all of the judge's non-taxable entries.	Automatically calculated from the judge's non-taxable items.
	Taxable Salary	Judge's total taxable salary for the time period.	Automatically calculated by adding the Salary Subtotal, subtracting the Exempt Salary Subtotal, Adding the Taxable Benefits Subtotal and subtracting the Non-Taxable Payments Subtotal.
	FICA OASDI	Judge's FICA OASDI for the selected time period.	Add or modify as needed.
	FICA Medicare	Judge's FICA Medicare for the selected time period.	Add or modify as needed.
	Save	Save button	Click to save the reconciliation.
	Go to Second / First Page	Link to move to the second page or first page of the reconciliation. This only appears for Probate Court reconciliations as Circuit and District Court reconciliations only have one page.	Click to move to the second page or first. This will also save any changes made to the page you are leaving.

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites

Address http://localhost/JudgeFica2005/ContactReconciliation.aspx Go Links

Michigan Court Application Portal **Judicial FICA Reconciliation**

Welcome, Steve Hartmann

FICA Reconciliation Administration FICA Reports Utilities

Year: 2003 Court: D22 - 22nd District Court

Judge: Honorable Judge's Name Here Funding Unit: Inkster City

Status: Certified Paid By: YES

Save

Data for time period of January 1, 2003 - December 31, 2003 First Paydate 1/2/2003 Last Paydate 12/18/2003

1. Salary [January 1, 2003 - December 31, 2003]

Base Salary \$45,724.12 Longevity \$0.00

Cash in lieu of fringe benefits \$0.00 Other* \$0.00

*Explain "Other" \$45,724.12

2. FICA Exempt Salary

Family care accounts \$0.00 Child care accounts \$0.00

Medical care accounts [excluding deferred compensation] \$0.00 Other* \$0.00

*Explain "Other" \$0.00

3. FICA Taxable Benefits

IRS imputed value for life insurance coverage over \$50,000 \$0.00 Vehicle allowance \$0.00

Personal mileage on funding unit owned vehicle \$0.00 Other* \$0.00

*Explain "Other" \$0.00

4. FICA NonTaxable Payments

Judge's Portion of Healthcare Premiums \$0.00 Dental Care Premiums \$0.00

Vision Care Premiums \$0.00 Other* \$408.72

*Explain "Other" \$408.72

5. FICA Taxable Salary \$45,315.40

6. FICA OASDI paid January 1, 2003 - December 31, 2003 \$0.00

7. FICA Medicare paid January 1, 2003 - December 31, 2003 \$0.00

Figure 8: Reconciliation Page

7. Status

The Status page lists the reconciliations for all your judges in all of your courts for the year listed. This can be narrowed down by selecting a court type (Circuit, District or Probate) and / or a specific court and / or all records with a specific status. The elements of this screen are:

	Name	Description	Usage
	Year	Dropdown containing the available years.	Select a different year and the court dropdown is updated to contain courts available in that year.
	Court Type	Dropdown containing the available court types; Circuit, District and Probate.	Select a court type and the court drop-down list entries will be restricted to courts of the selected type.
	Court	Dropdown containing the available courts.	Select a court and the judge and funding unit dropdowns are updated.

	Name	Description	Usage
	Rows to Display	Dropdown containing a list of numbers ranging from 20 to 1000.	Select the number of rows you want displayed. 20 is the default and will list 20 records. 1000 is the largest and, in most cases will list all records.
	Status	Dropdown containing the status types.	Select a status and the list will be restricted to records with that status.
	View Email Log	Link to open a window that displays the status of email attempts.	Click to view the email log page.
	Mail	Button used to send email to the selected Contacts.	Click to send email.
	Certify	Button used to certify reconciliation records.	Click to certify (change the status field to Certified) the selected records.
	Go To Page	Dropdown listing the name of the court that first appears on the associated page.	Select a court name to move to the page with that as the first court on the page.
	First	Link to the first page in the list of reconciliations.	Click to move to the first page.
	Previous	Link to the previous page in the list of reconciliations.	Click to move to the last page you had left; the previous page.
	Page x of y	Label showing what page we are on out of the number of total pages available.	Not a clickable field.
	Next	Link to the next page in the list of reconciliations.	Click to move to the next page.
	Last	Link to the last page in the list of reconciliations.	Click to move to the last page.
Header Section	Select All to Certify	Checkbox to select all to certify.	Click to select or deselect all of the visible records to be certified. If the page size is 20, only the 20 rows listed can be seen and changed. To certify all or multiple reconciliations on different pages either select, certify, move to a different page, select, certify, etc. or select enough Rows to Display to list all of the available rows, then select all and certify.
	Header Labels	Court, Judge, Funding Unit, Paid By, Status and Contact Name.	These are the headers for the columns. They are no clickable.
	Salary Subtotal	Subtotal of judge's salary items.	Automatically calculated from the judge's salary items.
Reconciliation Row Section	Certify	Checkbox to select this record to certify.	Click to select or deselect this record to certify.
	Court Name	Label which displays the court's name	Not clickable.
	Judge Name	Judge's name as a hyperlink.	Click to navigate to the reconciliation record for the selected person.
	Funding Unit Name	Label which displays the funding unit's name	Not clickable.
	Paid By	Label which displays if the funding unit pays or not	Not clickable.
	Status	Label which displays the status of the reconciliation.	Not clickable.
	Contact Name	Label which displays the contact's name	Not clickable.
	Certify	Button used to certify reconciliation records.	Click to certify (change the status field to Certified) the selected records.
	Go To Page	Dropdown listing the name of the court that first appears on the associated page.	Select a court name to move to the page with that as the first court on the page.
	First	Link to the first page in the list of reconciliations.	Click to move to the first page.

	Name	Description	Usage
	Previous	Link to the previous page in the list of reconciliations.	Click to move to the last page you had left; the previous page.
	Page x of y	Label showing what page we are on out of the number of total pages available.	Not a clickable field.
	Next	Link to the next page in the list of reconciliations.	Click to move to the next page.
	Last	Link to the last page in the list of reconciliations.	Click to move to the last page.

Michigan Court Application Portal

Judicial FICA Status

Welcome, Tommy FICA Tester

Logout

FICA Reconciliation FICA Status Utilities

Year: 2007 Court Type: Court: 3rd Circuit Court Rows to display: 20

Status: View Email Log

Certify Goto Page 3rd Circuit Court First Previous Page 1 of 4 Next Last

Court	Judge	Funding Unit	PaidBy	Status	Contact Name
3rd Circuit Court	Judge Name Here	Wayne County			Mr. Tommy FICA Tester
3rd Circuit Court	Judge Name Here	Wayne County	YES	Certified	Mr. Tommy FICA Tester
3rd Circuit Court	Judge Name Here	Wayne County			Mr. Tommy FICA Tester
3rd Circuit Court	Judge Name Here	Wayne County			Mr. Tommy FICA Tester
3rd Circuit Court	Judge Name Here	Wayne County			Mr. Tommy FICA Tester
3rd Circuit Court	Judge Name Here	Wayne County			Mr. Tommy FICA Tester
3rd Circuit Court	Judge Name Here	Wayne County			Mr. Tommy FICA Tester
3rd Circuit Court	Judge Name Here	Wayne County			Mr. Tommy FICA Tester
3rd Circuit Court	Judge Name Here	Wayne County			Mr. Tommy FICA Tester
3rd Circuit Court	Judge Name Here	Wayne County			Mr. Tommy FICA Tester
3rd Circuit Court	Judge Name Here	Wayne County			Mr. Tommy FICA Tester
3rd Circuit Court	Judge Name Here	Wayne County			Mr. Tommy FICA Tester
3rd Circuit Court	Judge Name Here	Wayne County			Mr. Tommy FICA Tester
3rd Circuit Court	Judge Name Here	Wayne County			Mr. Tommy FICA Tester
3rd Circuit Court	Judge Name Here	Wayne County			Mr. Tommy FICA Tester
3rd Circuit Court	Judge Name Here	Wayne County			Mr. Tommy FICA Tester

Done Local intranet

Figure 9: Status Page

8. Certification

Clicking on the Certify button will navigate to the Certify page. The Certify page contains a list of the reconciliations that were selected for certification on the status page. To certify these reconciliations the agreement checkbox must be checked and the Certify button clicked. The elements of this screen are:

	Name	Description	Usage
	Submitted By	Name of current user.	View only.
	On	Date of this submission (today's date)	View only.
	At	Time of submission.	View only.
	Year	Dropdown containing the available funding units.	View only.
Rows	Judge	Column containing the judge's name.	View only.
	Funding Unit	Dropdown containing the available courts.	View only.
	Court	Dropdown containing the available judges.	View only.
	Year	Dropdown containing the available funding units.	View only.
	Agreement Checkbox	Click to agree to certification.	Click to agree to certification.
	Certify	Certify button.	Click to certify the reconciliations. This can only be clicked after the Agreement Checkbox has been checked.
	Cancel	Cancel button.	Click to cancel the certification and return to the Status Page.

Michigan Court Application Portal [Logout](#)

Welcome, Steve Hartmann

Reconciliation Administration Reports Utilities

Judicial FICA Certification Form

Submitted by: Steve Hartmann on: 5/11/2007 at 11:20 AM
For the following reconciliation(s):

Judge	Funding Unit	Court	Year
Honorable Judge Name Here	Wayne County	3rd Circuit Court	2007
Honorable Judge Name Here	Wayne County	3rd Circuit Court	2007
Honorable Judge Name Here	Wayne County	3rd Circuit Court	2007

Each of the above listed reconciliations have been reviewed and verified for completeness and accuracy.

☐ I have read and understand the above statement and agree with its entirety.

Done Local intranet

Figure 10: Certify Page, Agreement Not Checked

Michigan Court
Application Portal

Logout

Judicial FICA Certification

Welcome, Steve Hartmann

ReconciliationAdministration ▾Reports ▾Utilities ▾

Judicial FICA Certification Form

Submitted by: Steve Hartmann on: 5/11/2007 at 11:20 AM
For the following reconciliation(s):

Judge	Funding Unit	Court	Year
Honorable Judge Name Here	Wayne County	3rd Circuit Court	2007
Honorable Judge Name Here	Wayne County	3rd Circuit Court	2007
Honorable Judge Name Here	Wayne County	3rd Circuit Court	2007

Each of the above listed reconciliations have been reviewed and verified for completeness and accuracy.

☒ I have read and understand the above statement and agree with its entirety.

Certify

Cancel

DoneLocal intranet

Figure 11: Certify Page, Agreement Checked

9. How Do I?

A. Change my password

1. Once logged into MCap you can change your password by click on the Change Password link on the MCap main page or selecting the Change Password menu item from the Utilities dropdown menu.



Figure 12: Change Password link on Main MCap page.

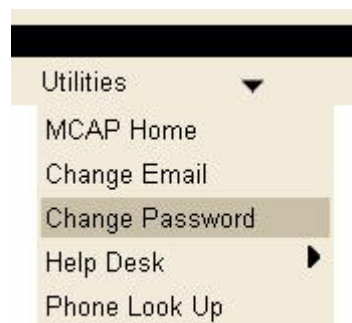


Figure 13: Change Password menu item on the Utilities dropdown menu.

2. This will take you to the Change Password Screen. Here you must enter your old password and your new password. Your new password must be entered in each of the last two text boxes where the second will verify the entry in the first. This helps make sure that the password wasn't mistyped which would keep a person from being able to log in subsequently. Please read the six rules for password structure on the right side of the screen. Once you have filled in the three text boxes, click the Change Password button.

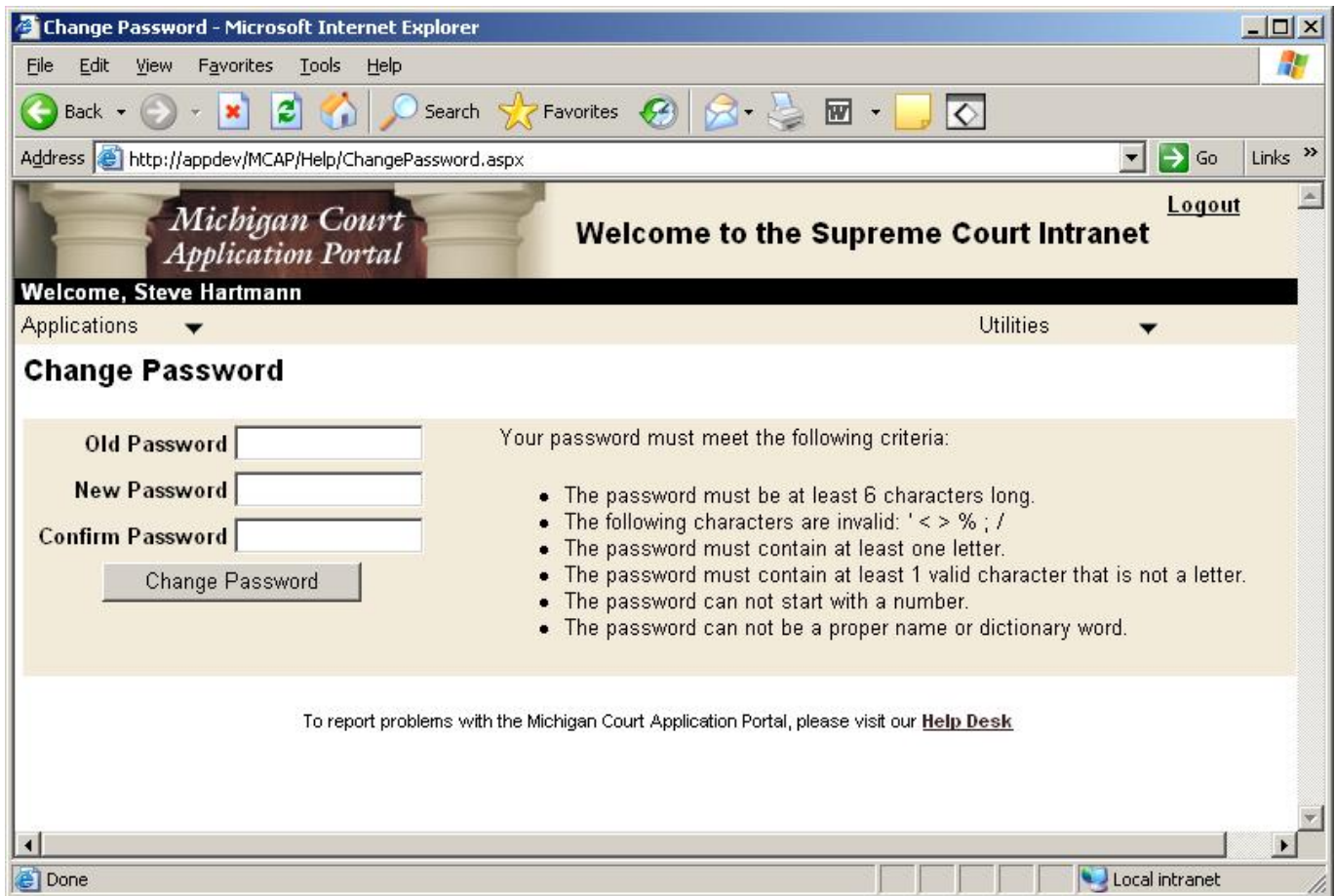


Figure 14: Change Password Screen.

3. If the password in the New Password text box does not match the password in the Confirm Password text box an error message will appear, in red, just above the Old Password text box.

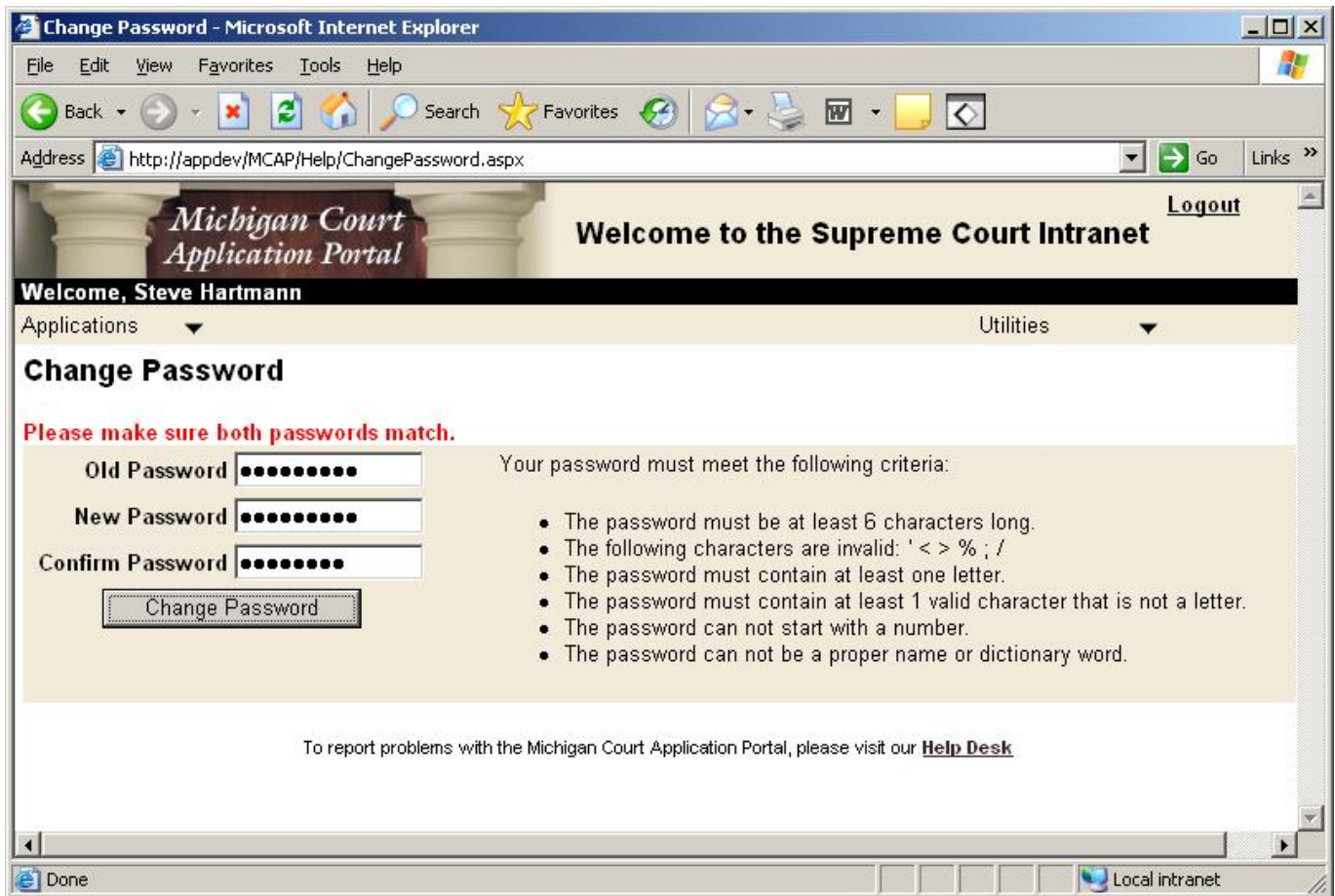


Figure 15: Change Password Screen with mismatch error.

4. If your new password violates one of the rules for password structure an error message will appear, in red, just above the Old Password text box.

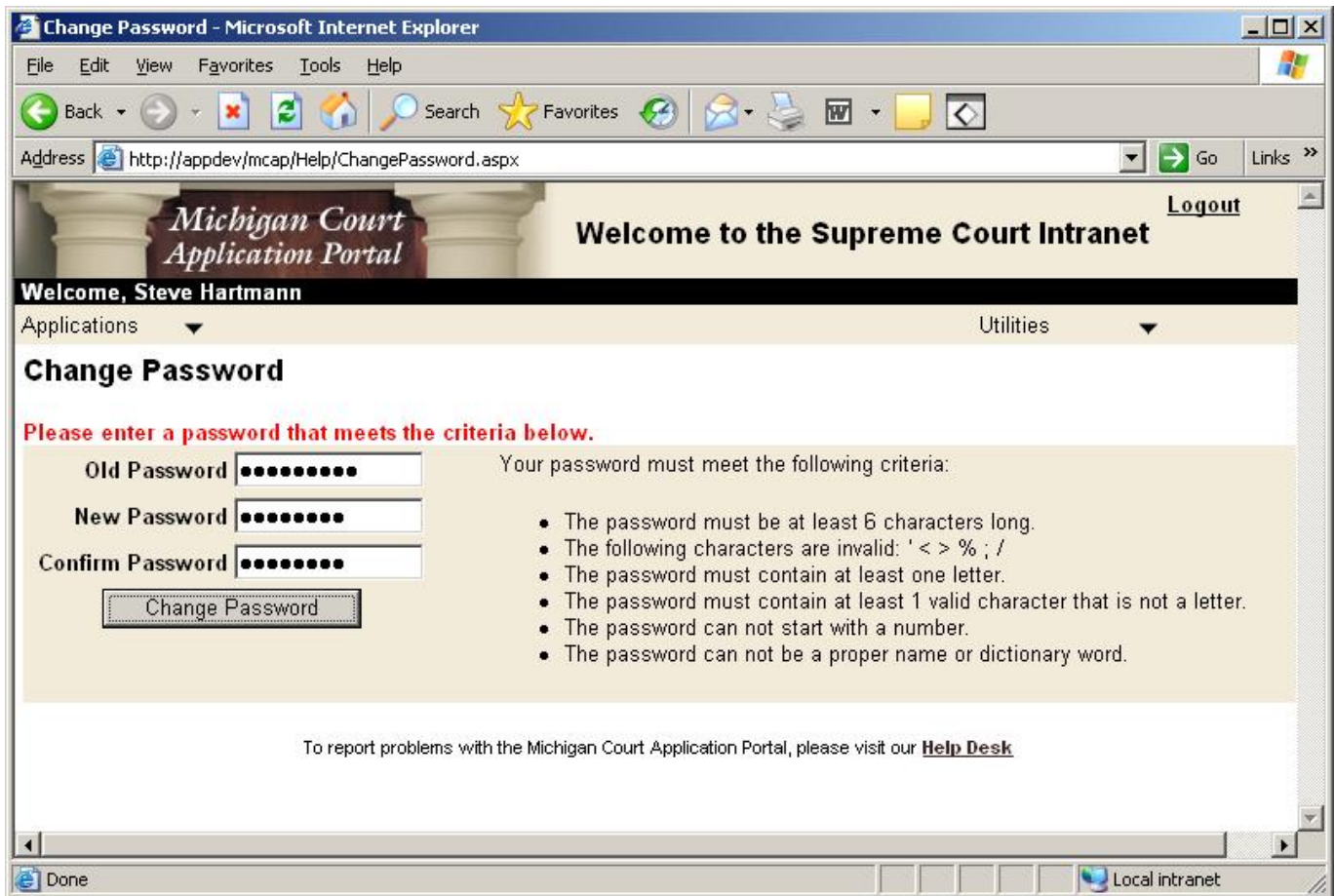


Figure 16: Change Password Screen with “password does not meet criteria” error.

5. If all is well a message will appear, in red, just above the Old Password text box indicating that your password has been changed and you may continue.

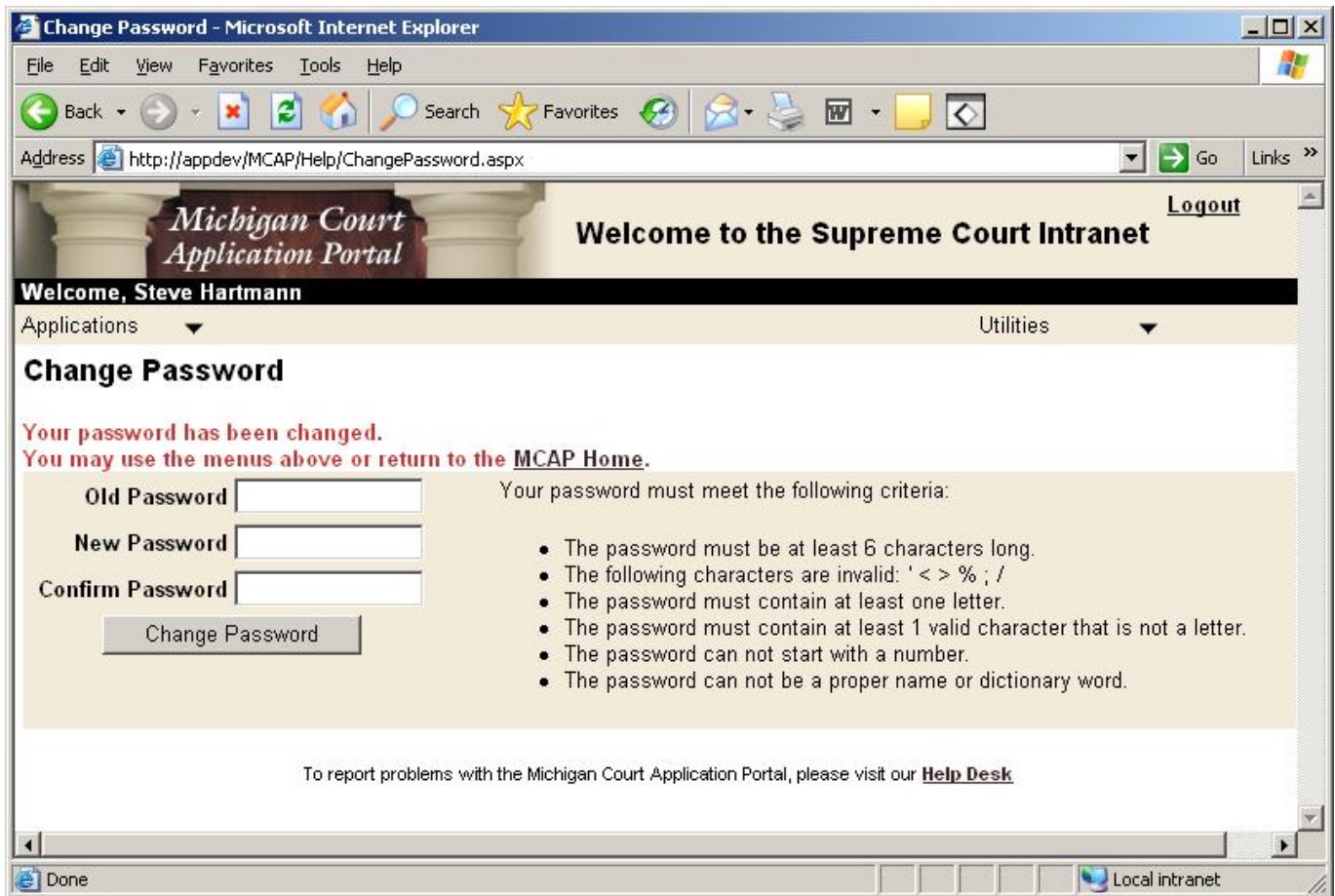


Figure 17: Change Password Screen, successful change.

B. Add or Update a Reconciliation Record

When adding or updating a reconciliation record the same steps are followed. If the reconciliation does not exist a new record is created and the page is immediately put into update mode.

1. Click Reconciliation on the menu bar.

Or

Click Detail under FICA Reconciliation on the main menu.

2. On the Reconciliation Page, select the year from the drop-down list.
3. Select the court from the drop-down list.
4. If the correct judge isn't listed, select the judge from the drop-down list.
5. If the correct funding unit is not listed, select the funding unit from the drop-down list.
6. The dates for the time period are automatically entered based upon the judge's job information.
 - If this information is incorrect a TCIS Administrator should be informed. This can be done by using the "Utilities -> Help Desk -> Submit an error report" option. The Recipient should be "JIS MCAP Help Desk" and the Application should be "TCIS". Explain the problem and provide the correct information in the Comments box.
7. Enter numeric values into each of the first 4 boxes in section 1 (Salary).

8. If any of these fields are 0 make sure you enter a zero (0) into the field. Fields left blank will require a value, a number zero (0) or greater, be entered before saving or moving to another page (if in a Probate Court reconciliation).
9. If a value greater than zero (0) is entered into the “Other field”, text must be entered into the “Explain Other field”.
10. The sub total field, to the right of the “Explain Other field” will automatically be calculated with the total of the first four fields in the section.
11. Enter numeric values into each of the first 4 boxes in section 2 (Exempt Salary).
12. If any of these fields are 0 make sure you enter a zero (0) into the field. Fields left blank will require a value, a number zero (0) or greater, be entered before saving or moving to another page (if in a Probate Court reconciliation).
13. If a value greater than zero (0) is entered into the “Other field”, text must be entered into the “Explain Other field”.
14. The sub total field, to the right of the “Explain Other field” will automatically be calculated with the total of the first four fields in the section.
15. Enter numeric values into each of the first 4 boxes in section 3 (Taxable Benefits).
16. If any of these fields are 0 make sure you enter a zero (0) into the field. Fields left blank will require a value, a number zero (0) or greater, be entered before saving or moving to another page (if in a Probate Court reconciliation).
17. If a value greater than zero (0) is entered into the “Other field”, text must be entered into the “Explain Other field”.
18. The sub total field, to the right of the “Explain Other field” will automatically be calculated with the total of the first four fields in the section.
19. Enter numeric values into each of the first 4 boxes in section 4 (Non-Taxable Payments).
20. If any of these fields are 0 make sure you enter a zero (0) into the field. Fields left blank will require a value, a number zero (0) or greater, be entered before saving or moving to another page (if in a Probate Court reconciliation).
21. If a value greater than zero (0) is entered into the “Other field”, text must be entered into the “Explain Other field”.
22. The sub total field, to the right of the “Explain Other field” will automatically be calculated with the total of the first four fields in the section.
23. As each entry was made the Taxable Salary (Section 5) was updated. This field is calculated by adding the Taxable Benefits (Section 3) sub-total to the Salary (Section 1) sub-total and subtracting the Exempt Salary (Section 2) sub-total and the Non-Taxable Payments (Section 4) sub-total from the result.
24. Enter a numeric value, 0 or above, into the OASDI field (Section 6).
25. Enter a numeric value, 0 or above, into the Medicare field (Section 7).
26. If this reconciliation is for a Probate Court judge, click “Go to Second Page” and repeat the previous steps. When moving from one page to another your entries, for the page you exited, are automatically saved.
27. Click Save to save all of your changes.

C. Check the Status of a Reconciliation

The Status page provides information about the Status of available reconciliations, allows certification of reconciliations, and allows direct access to a reconciliation through the judge's name link.

1. Click Status on the menu bar.

Or

Click Detail under FICA Status on the main menu.

2. To reduce the number of items in the list, select from Year, Court Type, Court and/or Status. Each item selected will restrict the results to include only those records associated with the selection.
 - If 3rd Circuit Court and the year 2005 are selected, only those records associated with the 3rd Circuit Court within the year 2005 will be listed.
 - If the Court Type is set to Circuit, only Circuit courts will be listed in the Courts drop-down list.
3. To view a record that is on a different page of the list use the navigation controls.
 - There are 2 sets of page navigation controls (Figure), located just above and just below the list.
 - The Go to Page drop-down list (Figure) allows selection by the court that appears first on the new page.
 - The First link navigates to the first page of the list. If the currently selected page is the first page the First link will be “grayed out” and unavailable.
 - The Previous link navigates to the page previous to the page currently selected. If the currently selected page is the first page the Previous link will be “grayed out” and unavailable.
 - The Next link navigates to the next page in the list. If the currently selected page is the last page the Next link will be “grayed out” and unavailable.
 - The Last link navigates to the last page in the list. If the currently selected page is the last page the Last link will be “grayed out” and unavailable.



Figure 18: Page Navigation Controls

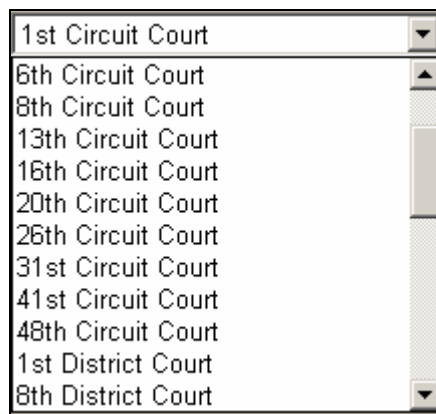


Figure 19: “Go to Page” Drop-Down List

4. To assess the status of a row, check the Status column and the Certify checkbox. If the Status column contains a value, that value represents the status of the associated reconciliation. If there is no value in the Status column there is either no reconciliation record, which is indicated by the Certify checkbox being gray and inaccessible, or the reconciliation record exists but has not been certified.
5. To Certify a reconciliation you have completed, click the Certify checkbox and then click the Certify button which will take you to the Certify screen.

D. Certify a Reconciliation

1. Follow the steps in “B. Check the Status of a Reconciliation” to navigate to the Status Page and identify the reconciliations which you need to certify.
2. Click on the left most checkbox for each row you want to select.
3. If you are not sure if a reconciliation has been completed you can click on the judge’s name and you will be taken to the judge’s record on the Reconciliation screen.
4. Click the Certify button to be taken to the Certify screen.
5. The Certify screen (figure 6) will contain a list of the judges whose records you selected in the status screen. This way you can review the list prior to certifying the records.
6. Click the checkbox to indicate you have read and understand the statement.
7. Click the Certify button.